MEDMS/FS – Getting Started

I. Login Procedure

Log in to MEDMS at https://www.medms.maine.gov/MEDMS. Select 'Financial' from MEDMS Application menu and 'View' from the Action menu.

> Hint: At any time when logged into the application you can click on the context sensitive 'Help' link in the top right corner and open the web based online user guide in a new window.

Upon logging into MEDMS/FS, this is what the homepage screen page will look like:

Click on the Go button to populate the submenus. The four categories are
1. Financial Submissions
2. Home Page
3. Reports
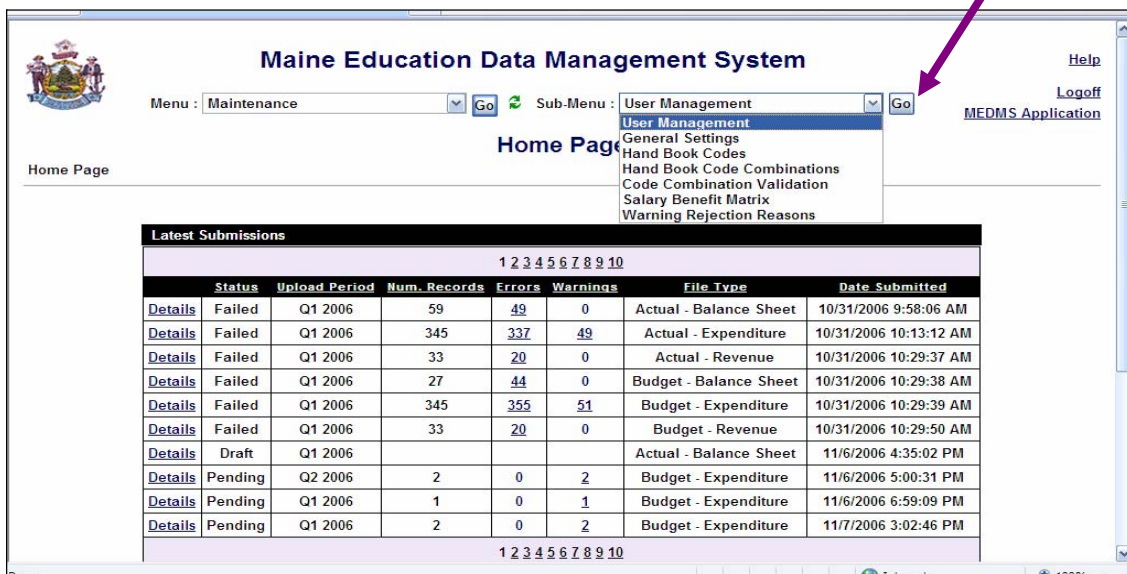4. Maintenance

II. Navigation through sub menu items

A. Maintenance – Used for the administrative settings and defines parameters and statewide constants for the data the user enters in MEDMS/FS.

The Maintenance Sub Menu includes the following:
- User Management
- General Settings
- Hand Book Codes
- Hand Book Combinations
- Code Combination Validation
- Salary Benefit Matrix

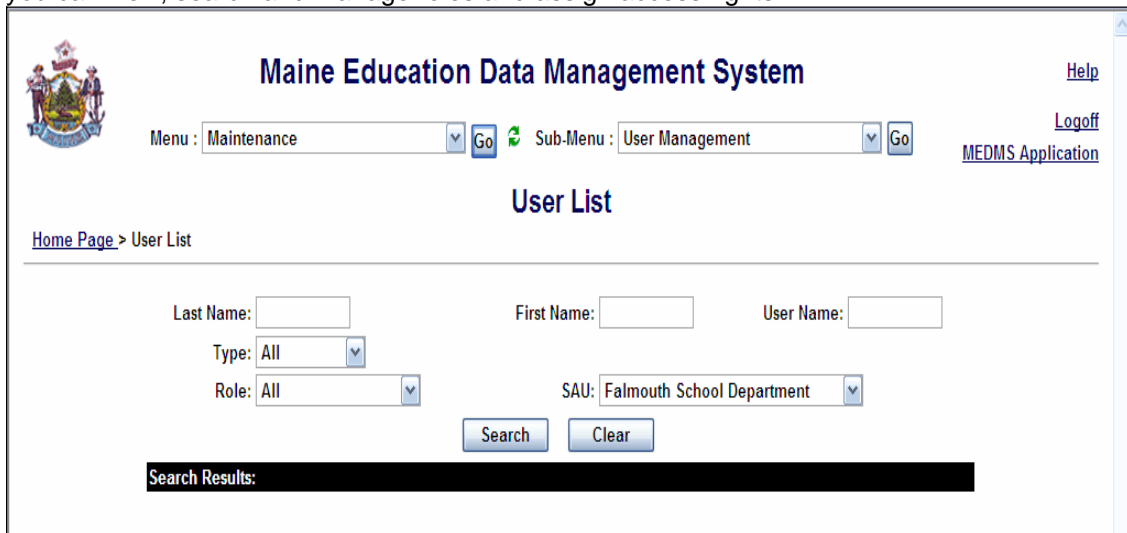Click on the GO button to populate the sub menu items

Maintenance sub-menu:

B. User Management

Menu → Maintenance → Click Go. From the sub-Menu, select User Management → Go. Here you can view, search and manage roles and assign access rights.

C. General Settings

Menu → Maintenance → Click Go. From the sub-Menu, select General Settings → Go. General Settings displays the submission date ranges for budget and actual data.

D. Hand Book Codes

Menu → Maintenance → Click on Go. From the Sub-Menu, select Hand Book Codes → Go. Here you will be able to view, search and add code extensions.

Click on Add Code extension to create codes

E. Hand Book Combination List

Menu → Maintenance → Click on Go. From the Sub-Menu, select Hand Book Combination List → Go. SAU users can only search Hand Book Code Combinations and view their details.

Note: The most recent pending list of codes submitted for approval is displayed at the bottom of the Home Page.

F. Code Combination Validation

Menu → Maintenance → Click on Go. From the Sub-Menu, select Code Combination Validation → Go. The validation rules between two codes and their combinations are defined in the code combination validation list. SAU users can only search Code Combination Validation.

G. Salary Benefit Matrix

Menu → Maintenance → Click on Go. From the Sub-Menu, select Salary Benefit Matrix → Go. The salary benefit Matrix shows the relationship between what benefits codes must be reported along with which salary codes. SAU users can only search Salary Benefits Codes and view their details.

III. Financial Submissions

Path: Menu → Financial Submissions then Click Go. The Sub Menu options are populated. Financial Submissions deals with **File Uploads**, **Manual Data Entry** via web forms and the **File Submission Details**.

Submissions are possible via two methods:
1) File Uploads
2) Manual Financial Data Submission

The file can have one of the following statuses upon submission:
- **Draft** – This implies that the file is created online. It has not been finalized nor submitted.
- **Submitted** – The file has successful reached the State authority.
- **Pending** – The file needs review by the State Authority.
- **Blocked** – If the file is submitted after the scheduled file accepting period, it is blocked and needs action by the State authority.
- **Blocked Override** - The block preventing the submission from being processed has been removed. The file is now waiting to be picked up for processing.
- **Approved** – The file contents have been verified and accepted by the State authority.
- **Rejected** – The file has been rejected by the State authority.
- **Failed** - The submission contained errors and must be corrected and resubmitted.
- **Completed** - The file has been signed off by the SAU and migrated over to the data warehouse and the data is available for reporting.

A. Method I: Financial Submissions – File Uploads

To upload files do the following:
Menu → Financial Submissions → Click Go. Then From the Sub Menu → Select File Uploads → Go. The File Upload screen is displayed.

The files that are uploaded by the SAU are:
- BudgetRevenue.txt
- BudgetExpenditure.txt
- BudgetBalanceSheet.txt
- ActualRevenue.txt
- ActualExpenditure.txt
- ActualBalanceSheet.txt

The SAU can upload one or multiple files at a time.

To upload any file, click the corresponding Browse to attach the file. The Choose File dialog box is displayed, navigate and locate the file. Click Open (the selected file is displayed) and then click submit.

B. Method II: Financial Data Submissions – Manual Entry

Menu → Financial Submissions → Click Go. Then From the Sub Menu → Select Financial Data submissions → Go. The File Submission List screen is displayed.

Click on the Add Submission to submit a file.

Once you click the Add Submission button you will be directed to the File Submission Detail Screen. Now select the Submission Type, Upload Period Quarter and Fiscal Year and then click on Continue.

Upon clicking continue you will be directed to the screen below, where you can input data. Please note that you will have to create all records by selecting Add Record. In the following quarters when you would like to submit a file, the line items will be carried forward and you will only have to enter the amounts.

IV. File Warnings/Errors

A. Warnings

During the file upload process, if there are situations that raise warnings in MEDMS/FS, they are displayed in the File Submission Warning List screen. If you click the hyperlink in the Warnings column on the Home Page screen, the File Submission Warning List screen is displayed. This screen may also be accessed from the File Submission List screen.

Files with warnings and no errors are assigned Pending status until they are approved or rejected by the state authority. Files with Rejected warnings must be corrected and resubmitted. Files with Approved warnings will be processed but all warnings must be corrected in the fourth quarter of the fiscal year.

Note: No action can be taken on warnings until all Errors in the file are fixed.

B. Errors

The File Submission Error List screen displays the details of the errors that occurred during the file upload process. If you click the hyperlink in the Errors column on the Home Page screen, the File Submission Error List screen displays the corresponding submission errors. This screen may also be accessed from the File Submission List screen.

Maine Education Data Management System		Help
Menu : Home Page ▾ Go ⟳ Sub-Menu : ▾ Go		Logoff
		MEDMS Application

File Submission Error List

File Submission List > File Submission Detail > File Submission Error List

[Back]

SAU: **Falmouth School Department**	Num. Records:	33
Submission Type: **Budget - Revenue**	Errors:	20
Status: **Failed**	Warnings:	
Upload Period: Quarter: **4**	Date Submitted:	12/15/2006 10:12:29 AM
Fiscal Year: **2006**	Submitted By:	Automation

Error: All ▾ [Search]

Search Results: 20 record(s) found.

E101 - Fund Code not found in the MDOE Handbook Database or in your SAU extended code List

Fund	Revenue	Amount	Title
320	3000	$19,404.00	PER PUPIL PROF DEV REVENUE
360	3000	$0.00	HS SUMMER ACADEMY TUITION
530	3000	$0.00	SUMMER MATH INSTITUTE REVENUE
630	1990	$0.00	SOCCER BOOSTER RECEIPTS
650	1990	$0.00	FIELD HOCKEY BOOSTER REVENUE
720	1990	$0.00	PTO MINI GRANT REVENUE
740	1000	$0.00	FEF HS CAP CAMPAIGN REVENUE
750	3000	$0.00	MS PLAYGROUND RECEIPTS
760	3000	$0.00	LAPTOP INSURANCE RECEIPTS
770	3000	$0.00	FEF GRANT RECEIPTS
780	3000	$0.00	WOOD TRUST DONATIONS

Note: Files with Errors must be corrected and resubmitted.

V. Supplementary Documents

Additional attachments in form of supplementary documents can be submitted from the File Submission List screen in support of the financial submissions as required by the Department of Education. Examples of supplementary documents include:
1. Budget articles
2. Vote declarations
3. Meeting minutes

MEDMS/FS accepts various formats of the supplementary documents such as Word, PDF and Excel. To submit a document, click Browse to attach the file. The Choose File dialog box is displayed, navigate and locate the file. Click Open (the selected file is displayed) and then click Upload.

Supplementary Documents
* Indicates a Required Field
Document to Attach: [_____] Browse...
* Submission Type: Budget - Revenue ▼
* Fiscal Year: 2007 ▼
Description: [_____] Upload

VI. Completing File Submissions

The final step in submitting files is to complete the sign off procedure. This moves Approved files to Completed status and sends the data to the Data Warehouse where it is available for reporting.

Path: Menu → Financial Submissions → Click Go. The Sub-Menu options are populated → select Financial Data Submissions → Go and the File Submission List screen will be displayed. You may also complete this task from the Home Page.

File Submission List

File Submission List

SAU:	Falmouth School Department ▼
Submission Type:	All ▼
Status:	All ▼
Upload Period:	Quarter: All ▼ Fiscal Year: All ▼
Submitted From:	12/20/2006 🗓 To: [____] 🗓

Search   Clear

	Search Results: 1 record(s) found.							
			Submissions					
	SAU	Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted
Details	Falmouth School Department	Approved	Q2 2006	4	0	0	Actual - Expenditure	12/20/2006 4:55:27 PM

Note: The submission must be in Approved Status in order to be completed.

In the Submissions table, select the file you want to complete by clicking the Details hyperlink. The File Submission Detail screen is displayed.

Click the Complete Submission button. The File Submission Detail Sign Off screen is displayed.

Click on the 'I agree to the above statement' check box and click the Sign Off button. The screen refreshes and displays 'The submission has been completed'.